

72-2369

19 JUN 1977

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Executive Dining Room

1. This memorandum contains recommendations for your approval; such recommendations are contained in paragraph 2.

2. As you requested, we have reviewed the Executive Dining Room operations to determine what changes in staffing and/or equipment might be appropriate in order to provide improved services as well as increased efficiency of operation. Based on that review, we are now prepared to make these recommendations:

a. To provide the necessary dining room and kitchen services, add two positions, one for a waiter (who would be brought aboard at the GS-05 level) and an additional full-time dishwasher position established at the grade of GS-05.

b. To bring our waiters' salary levels more in line with that which we think appropriate in light of the services provided and to provide them with some incentive, classify all waiter positions at the GS-06 level.

Note: A summary of the present T.O. structure for the dining room together with a list of incumbents is attached. As can readily be seen, our proposals for both the increased staffing and the upgrading of positions represent a very minor investment to provide the improved services we know these changes will make.

c. To improve the efficiency of our overall operations, replace the following pieces of equipment, replacement which we would hasten to point out can, for the most part, be paid for out of the dining room's existing fund. (Those

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few of which cannot be so accommodated can be absorbed within the budget of the Office of Logistics.):

(1) Stove - The stove to be replaced is 15 years old and has presented some repair problems in recent months.

(2) Six-Slice Toaster.

(3) Refrigerator - The present refrigerator is 7 years old and the proposed replacement unit will provide a highly improved and modern unit more suitable for our operations.

(4) Ice Machine - Our present ice machines are inadequate to the current demands.

(5) Serving Cart for the Director's Dining Room - The present cart is old and out of style, and its replacement should provide improvement both in style and agility.

(6) Three Various-Sized Supply Carts. Present carts are old and need frequent repairing and should be replaced.

(7) Meat Slicer - The present slicer has done yeoman service in its 10 years of life and now deserves to be put out to pasture.

3. We believe the above recommendations, if approved, will provide the degree of service and efficiency which will bring our dining room operations to that point which will bring the fullest satisfaction to both management and our customers. With respect to the proposed increases in both the numbers and grades of our personnel, we are, of course, looking to you for the necessary ceiling adjustments from outside our current OL structure. We would also hope that the Office of Personnel would have no difficulty in approving the increased upgrading of waiter positions which we think necessary.

4. Quite apart from the above recommendations, but certainly a factor in the efficient operation of our dining room, is an area of which you are aware but which, I think, might appropriately be made a matter of record in this memorandum. I refer,

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of course, to our need to continually evaluate the suitability of our dining room staff for continued employment. The specific case in point at this time is that of Mr. [REDACTED] whose record has been less than satisfactory for some time and who has been advised that, if his marginal performance should continue, he will be dismissed.

5. Upon your approval of the above recommendations, I will be prepared to discuss the specifics of staffing adjustments with the Director of Personnel.

Signed: John F. Blake

John F. Blake
Director of Logistics

Att

The recommendations contained in paragraph 2 are approved.

*See memo dtd 1 Sep 72 for D/L fr DD/S,
Subj.: Position Allocation - Exec Dining Room.*

John W. Coffey
Deputy Director
for Support

Date

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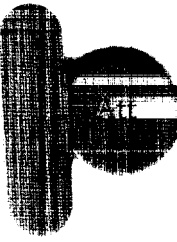
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Present

09
09, step 7

STATINTL

09
08, step 1

06
07, step 8 (PRA)

06
06, step 7

05
05, step 6
05, step 7

07
07, step 5

Proposed Changes

- A. Classify all waiters as GS-06.
- B. Bring an additional waiter on board at GS-05 level with understanding that he can reach GS-06 in 3 years, providing he meets standards.
- C. Establish a GS-05 position for a full-time dishwasher.

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